



Punjab Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, TUESDAY, MARCH 17, 2020 (PHALGUNA 27, 1941 SAKA)

GOVERNMENT OF PUNJAB

DEPARTMENT OF GOVERNANCE REFORMS & PUBLIC GRIEVANCES
(GOVERNANCE REFORMS-2 BRANCH)

NOTIFICATION

The 12th March, 2020

No. 5/3/2019-2GR2/162.-In continuation of the notification issued vide no. 5/7/2018-2GR2/152 dated 5-2-2019 and in supersession of notification issued vide no. 5/3/2019-2GR2/626 dated 23-12-2019 the Governor of Punjab is pleased to notify new services, amend and de-notify public services, designated officers, appellate authorities and stipulated time-limits for the purpose of Section 3 of the Punjab Transparency and Accountability in Delivery of Public Service Act, 2018 as detailed below:-

New Public Services are notified as below:-

Animal Husbandry (Punjab State Veterinary Council)

Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	Change of Address on Registration Certificate	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
2	Duplicate Registration Certificate	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
3	Good Professional Standing Certificate for persons applying from Foreign Countries	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
4	Good Professional Standing Certificate for persons residing in Punjab State	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council

5	Issuance of No Due Certificate for registration in other States of the Country	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
6	Provisional Registration for completion of BVSc& AH degree before start of internship programme in the State of Punjab	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
7	Permanent / Full Registration of persons provisionally registered with the Council	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
8	Permanent / Full Registration of persons possessing BVSc&AH degree course from recognized Veterinary Institutions of other States of the Country.	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
9	Permanent / Full Registration of persons possessing BVSc&AH degree course from recognized Veterinary Institutions of Foreign Countries.	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
10	Renewal of Registration of Persons registered with the Punjab State Veterinary Council.	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
11	Registration of Additional Qualification	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council
12	Transfer of Registration from other State Veterinary Councils after issuance of directives from VCI, New Delhi	30 Days	Registrar, Punjab State Veterinary Council	President, Punjab State Veterinary Council

Food & Drugs Administration

Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	Grant/Renewal of Retailsale Drugs Licenses (Allopathic/Homeopathic)	30 days	Drugs Control Officer and Zonal Licensing Authority	Commissioner, FDA, Punjab
2	Grant/Renewal of Wholesale Drugs Licenses (Allopathic/Homeopathic)	45 days	Drugs Control Officer and Zonal Licensing Authority	Commissioner, FDA, Punjab

3	Grant/Renewal of Manufacturing Drugs Licenses (Allopathic/ Homeopathic)	60 days	Drugs Control Officer (State as well as from Central Govt.) and State Licensing Authority	Commissioner, FDA, Punjab
4	Grant / Renewal of Cosmetics Manufacturing Licenses	60 days	Drugs Control Officer (State as well as from Central Govt.) and State Licensing Authority	Commissioner, FDA, Punjab

Higher Education and Language

Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	Degrees of successful candidates	By 31st Oct. every year	Registrar	Vice Chancellor
2	Issuance of original migration certificate / detail marks cards / verification of documents	15 day	Registrar	Vice Chancellor
3	Issuance of Duplicate certificate	30 days	Registrar	Vice Chancellor

Industries & Commerce

Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	Renewal of Boiler License	30 days from application submission	Director of Boilers, Punjab	Director of Industries & Commerce, Punjab

Medical Education and Research / Baba Farid University of Health Sciences, Faridkot

Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	Confidential Result	2-5 working days, if full awards received in University	Controller of Examination / BFUHS, Faridkot	Registrar / BFUHS, Faridkot
2	Correction in DMC / Degree	15-20 days after receiving corrected data from concerned branch	Controller of Examination / BFUHS, Faridkot	Registrar / BFUHS, Faridkot
3	Duplicate DMC / Degree	25-35 days after receiving the full document's fee	Controller of Examination / BFUHS, Faridkot	Registrar / BFUHS, Faridkot

4	Details Marks Card (DMC)	4-5 months after declaration the result	Controller of Examination / BFUHS, Faridkot	Registrar / BFUHS, Faridkot
5	Degree / Diploma Certificate	MBBS, BDS 2-3 months after receiving internship completion report & Bio-data in Punjabi. In other streams 4-5 months after receiving Punjabi data from college	Controller of Examination / BFUHS, Faridkot	Registrar / BFUHS, Faridkot
6	Degree in Absentia	5-7 working days	Controller of Examination / BFUHS, Faridkot	Registrar / BFUHS, Faridkot
7	Issuance of Duplicate Certificate	30 days	Registrar, BFUHS, Faridkot	Vice Chancellor / BFUHS, Faridkot
8	Issuance of Original Migration Certificate	15 days	Registrar, BFUHS, Faridkot	Vice Chancellor / BFUHS, Faridkot
9	Medium instruction Certificate	2-5 working days	Controller of Examination / BFUHS, Faridkot	Registrar / BFUHS, Faridkot
10	Provisional Pass Certificate	2-5 working days	Controller of Examination / BFUHS, Faridkot	Registrar / BFUHS, Faridkot
11	Syllabi	Same day	In-Charge (Meeting Branch)	Registrar / BFUHS, Faridkot
12	Transcript / Verification	3-5 working days up to three addresses more than 3 address 7 to 10 days	Controller of Examination / BFUHS, Faridkot	Registrar / BFUHS, Faridkot

Medical Education and Research / Guru Ravidas Ayurved University, Hoshiarpur, Punjab

Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	Correction in Certificate (DMC, Degrees, etc.)	20 days	Controller of Examinations/ GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur
2	Duplicate Certificate (DMC Degrees, etc.)	20 days	Controller of Examinations/ GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur
3	Degree of successful candidates	3 months after completion of internship	Controller of Examinations/ GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur

4	Issuance of Detail Mark Sheet	45 days	Controller of Examinations / GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur
5	Issuance of English Transcripts	15 days	Controller of Examinations / GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur
6	Migration Certificate	15 days	Controller of Examinations / GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur
7	Provisional Degree	20 days	Controller of Examinations / GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur
8	Registration Card	3 months	Controller of Examinations / GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur
9	Urgent Basis Degree	20 days	Controller of Examinations / GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur
10	Verification of degree of other state	15 days	Controller of Examinations / GRAU, Hoshiarpur	Vice Chancellor/GRAU, Hoshiarpur

Punjab Agriculture University

Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	Issuance of Duplicate Certificate	15 days	Registrar	Vice Chancellor
2	Issuance of original migration certificate/ transcript / verification of documents	15 days	Registrar	Vice Chancellor
3	Provisional Degree Certificate of successful candidates	30 days from the date of declaration of result	Registrar	Vice Chancellor

Revenue (Rehabilitation and Disaster Management)

Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	Stamps and Registration fee/ property Registration	By appointment same day on presentation of document	Sub Registrar/ Registrar	SDM

Services notified on 5-2-2019 are amended as below:-

Home Department

Sr. No.	Notification on dated 5-2-2019 Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	2	Addition of retainer in Arms Licence	7 days	District Magistrate/ Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home

2	3	Addition of weapon (if the licence issuing distt. is the same where service has been sought).	7 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
3	5	Application for extension of Jurisdiction (PB)	15 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
4	6	Appointment of Retainer of weapon	7 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
5	7	Cancellation of Arms Licence on the request of the Licencee.	7 days	District Magistrate/ Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
6	8	Change of address in Arms Licence	15 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
7	9	Change of bore	7 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
8	17	Deletion of retainer in Arms Licence	7 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
9	18	Deletion of weapon (if the licence issuing distt. is the same where service has been sought)	7 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
10	19	Entry of weapon on Arms Licence	7 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
11	20	Extention of purchase period of weapon (within permission time period and if the licence issuing distt. is the same where service has been sought)	7 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home

12	22	Issuance of duplicate Arms Licence	7 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
13	30	NOC for renewal of licence of arms licence of arms dealers	7 working days of receipt of application	District Magistrate/ Commissioner of Police	Commissioner of the Division/Additional Chief Secretary Home/ Principal Secretary Home
14	32	NOC for sale of weapon	3 days of expiry of stipulated period under section 5	District Magistrate / Commissioner of Police	Commissioner of the Division/Additional Chief Secretary Home/ Principal Secretary Home
15	36	Permission for deposit of weapon in death case	3 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
16	37	Permission of addition of cartridges	7 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
17	38	Permission of sale/ transfer of weapon in death case	3 days of expiry of stipulated period under section 5	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
18	43	Renewal in case of licence has shifted his residence from the licence issuing district to another distt.	For renewal of licence 30 days of receipt of police report under rule 13	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
19	44	Renewal of arms licence	30 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
20	45	Renewal of arms licence (in the case where the applicant applies for renewal after due date	30 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home

21	46	Renewal of arms licence in the case where an adverse report is received from the police and an opportunity of being heard has to be given to the licensee before taking any action as provided under arms Act.	30 days	District Magistrate / Commissioner of Police	Commissioner of the Division/ Additional Chief Secretary Home/ Principal Secretary Home
22	57	Verification for fresh arms licence	30 days	Commissioner of Police/ Senior Superintendent of Police	Additional Chief Secretary Home or Principal Secretary Home/District Magistrate

School Education

Sr. No.	Notification on dated 5-2-2019 Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority
1	2	School Leaving Certificate of Government School/ Aided Schols	7 days	Headmaster/ Headmistress/ Principal	DPI(S)
2	6	School Leaving Certificate of Affiliated Schools	7 days	Headmaster/ Headmistress/ Principal	Secretary of Punjab School Education Board

Service notified on 5-2-2019 is De-Notified as below:-**Home Department**

Sr. No.	Notification on dated 5-2-2019 Sr. No.	Name of Service	Given time limit (working days)	Designated Officer	Appellate Authority	De-notified
1	23	Issuance of New Arms Licence	60 days	District Magistrate/ Commissioner of Police	Commissioner of Division/ Additional Chief Secretary Home or Principal Secretary Home	

NOTE:

- In case services are sought through Sewa Kendras, an additional period of two days would be added to the above said given time limit and in such cases the Designated Officer and the In-charge of the Sewa Kendras, as the case maybe, would be jointly and severally responsible for the delivery of such service.
- The time fixed for delivery of services would start from the expiry of notice period, wherever prescribed under the Act/ Rules.

- c) For all purposes with regard to the implementation of the Punjab Transparency and Accountability in Delivery of Public Service Act, 2018, the Additional Deputy Commissioner (General) of the concerned district shall be the Nodal Officer in the district for all the departments whose services are notified under the Act *ibid*.
- d) The Special Secretary/ Additional Secretary/ Joint Secretary of the concerned department, as the case may be, shall be the Nodal Officer of the respective departments at the State Headquarter.
- e) The Government fee of public services, as notified by the concerned department, shall be applicable.

Chandigarh
The 5th March, 2020

VINI MAHAJAN,
Additional Chief Secretary to
Government of Punjab.